



Minutes – Approved
Public Records Board
March 13, 2017; 1:00pm – 3:30pm
Legislative Audit Bureau
22 E. Mifflin St – 4th Floor Conference Rm

Board Members Present: Matt Blessing, Paul Ferguson, Melissa Schmidt, and Peter Sorce

Board Members Excused: Sandra Broady-Rudd, Carl Buesing, and Anne Sappenfield

1) Call To Order: 1:02 PM.

- 2) Approval of November 14, 2016 Meeting Minutes:** The Board reviewed the November 14, 2016 draft minutes. Paul Ferguson moved, seconded by Peter Sorce, that the November 14, 2016 minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- 3) Comments from Chair:** The Board Chair, Matt Blessing, gave an update on the State Archives Preservation Facility (SAPF). The SAPF will have four tenants: Department of Administration, Department of Veterans Affairs, Wisconsin Historical Society Library Archives and Museum Collections, and Wisconsin Center for Film and Theater Research. The facility will not be a public service point, but there will be twice daily transfers to quickly accommodate requests. The new SAPF will provide for 10-15 years of growth. It has 5 unique climate zones for optimal storage of specific types of records and most of the facility will utilize high density shelving. Construction is on pace to be complete in November 2017.

4) Committee Reports

a. Records Management Committee:

- i) **Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2017 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that the majority of the issues and suggestions made were routine in nature. He noted that there were a few questions about the new PRB-003 form. The Board Chair opened a discussion of the index by Board members. Board members asked a few questions about specific submissions which were discussed and answered.

Peter Sorce moved, seconded by Melissa Schmidt, that the first quarter 2017 PRB Record Series Index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- b. Operations and Training Advisory Committee:** Linda Barth, Executive Secretary, noted that the Committee met in person and once via teleconference since the November Board meeting. Each Committee member is working on a specific topic which includes email guidance and a comparison of Wisconsin's minimum retention requirements to other states. The Committee has asked the SRC to work on possible communications RDAs. They had speakers at their previous meeting talking about current initiatives in records management on the ELM System and training opportunities, On Base implementation, and the Wisconsin State Preservation of Electronic Records Project.

5) Other Business

- a. Annual Elections of Public Records Board Officers:** Melissa Schmidt nominated Matt Blessing as Chair, Sandy Broady-Rudd as Vice-Chair, and Carl Buesing as Secretary, seconded by Peter Sorce. The nominated candidates were approved. Paul Ferguson moved, seconded by Melissa Schmidt that the nominees be elected. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- b. Board Annual Letter:** Matt Blessing reviewed the annual letter draft which was distributed to Board members with their meeting materials. The letter will again be distributed to Deputy Secretaries with information specific to each agency. The Board members had a brief discussion and suggested a few edits. The letter will be distributed in April during Records and Information Management Month.
- c. Personnel Management Update:** Stacey Rolston, Deputy Administrator, Division of Personnel Management, overviewed the current project to move State of Wisconsin employees' personnel files from paper to electronic. She reported on the project's timetable, goals, and current status. Stacey emphasized the many components of the process where security in handling of this type of confidential information is being addressed. She answered Board members' questions.

Meeting Adjourned at 2:48 PM.

Next scheduled meeting: June 12, 2017.